

RETENTION PLAN

GOAL: to engage, assist and retain all students and faculty to succeed professionally.

Spring/Summer Term

- Annual departmental/program self assessment
 - Review student and faculty retention history
 - Assess institutional support and plans to access external support
- Set goals for the academic year
- Assign mentors, advisors, committees and tasks for upcoming academic year
- Plan enriched teaching and research activities
 - Retreats
 - Seminars
 - Social Activities
 - Professional Development Workshops
 - Internship/Field Research/Lab Rotations
 - Teaching Assistantships
- Develop/Review the Graduate Student Support Plan
- Develop/Review the Institutional Support Plan
- Plan formative evaluation to be integrated into activities and documented

Person(s) responsible: _____

Target Date: _____ Date Accomplished: _____

Fall Term

- Set up and disseminate calendar for monitoring student progress
- Conduct faculty, mentor and student meetings
 - Monitor student and junior faculty progress
 - Assist students and junior faculty with career planning
- Implement teaching and research activities
- Maintain communication and collaboration with institutional support structures
- Maintain communication and collaboration with external support networks
 - Enlist all faculty and students to participate in enrichment activities
 - Enlist all faculty and students in outreach/recruitment/mentoring.

Person(s) responsible: _____

Target Date: _____ Date Accomplished: _____



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Fall Term, cont.

- Schedule meetings with the following organizations on campus to keep them informed about activities within your program and about your retention goals and progress. The Institution Hub on www.pathwaystoscience.org can help you identify contacts at your institution!

- Office of Graduate Recruitment and Diversity
- The Departments admitting your students
- Women Students' Office
- Student Career Services
- Graduate Studies Office
- Office of Minority Affairs
- Office for Campus Diversity
- Minority and women's student group chapters

Person(s) responsible: _____

Target Date: _____ Date Accomplished: _____

- Outreach before the holidays
- Collect contacts from faculty, staff and students and help faculty send individually tailored program information to their contacts about your program(s)
 - Remind faculty and staff to make announcements in classes and events to students and others about funding and professional development opportunities

Person(s) responsible: _____

Target Date: _____ Date Accomplished: _____

- Update student database records, including information on student's career goals, research interests, plans, and funding support.

Person(s) responsible: _____

Target Date: _____ Date Accomplished: _____



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Winter Term

- Review progress, formative evaluation and students records from fall semester

- Look for additional fellowship funding from other sources that could be tapped for their students and faculty.

- Review, adjust and continue to implement meeting, professional development and enrichment schedule

Person(s) responsible: _____

Target Date: _____ Date Accomplished: _____

- Schedule an annual weekend retreat for current/past/potential trainees and faculty.

Person(s) responsible: _____

Target Date: _____ Date Accomplished: _____

- Review and improve communication plan, including website development. Websites are a key instructional and networking tool. Make it user-friendly and people-oriented, and keep it up to date. Checklist to include on the website:

- FAQs about your program
- Photos and bios of the students and faculty in the program – help students picture themselves in your program!
- A printable brochure – even a simple 8.5x11 pdf
- Timely up to date information!
- The contact information for specific individuals, with name, email and number
- A link to www.pathwaystoscience.org
- Links to collaborating institutions, research centers, and funding, enrichment and career development opportunities for students and junior faculty

Person(s) responsible: _____

Target Date: _____ Date Accomplished: _____



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